

**CITY OF ATLANTA  
ADVERTISEMENT FOR REQUEST FOR PROPOSALS**

Please be advised that sealed Proposals for **FC-5663, Wellness Program** will be accepted by the Department of Procurement (“DOP”), Suite 1900, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303, on **Wednesday, June 20, 2012**. All Proposals submitted must be sealed, and time stamped in no later than 1:59 p.m. on the stated date.

**\*\*ABSOLUTELY NO PROPOSALS WILL BE ACCEPTED AFTER 1:59 P.M.\*\***

The names of the Proponents will be publicly read at 2:00 p.m. on the respective due date in Suite 1900, at the above address.

**SCOPE OF WORK:** The City of Atlanta (the “City”) is soliciting proposals from qualified Proponents to provide wellness services. The City of Atlanta (the “City”) is accepting proposals from qualified firms to furnish all health screenings and immunizations for first responders for the Department of Fire Rescue in accordance to the National Fire Protection Association Standards 1582 and 1583. The successful Proponent will provide health physicals/screenings and immunization screenings. The successful Proponent will be responsible for providing all material, equipment and labor for the required Scope of Services.

A **Pre-Proposal Conference** will be held on **Tuesday, June 13, 2012, at 10:00 a.m.**, at 55 Trinity Avenue S.W., Suite 1900 Atlanta, Georgia 30303. The purpose of the Pre-Proposal Conference is to provide the Proponents with information regarding the project and to address any questions and concerns. There will be City representatives from the Atlanta Fire Rescue Department, the Office of Contract Compliance to address the Equal Business Opportunity and Equal Employment Opportunity Requirements, and the Office of Risk Management to address any bonding/insurance requirements. Proponents are **strongly urged** to attend the Pre-Proposal Conference to obtain general information regarding the solicitation document.

General instructions, plans and/or specifications for submitting proposal packages for this project will be available for review/purchase at a cost of **\$50.00** as of **Friday, June 1, 2012**, between the hours of 8:15 a.m. - 5:00 p.m., in the DOP’s Plan Room, Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia. Payment for the documents represents production costs; therefore, payment is non-refundable.

**This RFP is being made available by electronic means. If accepted by such means, the Proponent acknowledges and accepts full responsibility to insure that no changes are made to the RFP. In the event of conflict between a version of the RFP in the Proponent’s possession and the version maintained by DOP, the version maintained by the DOP shall govern.**

June 1, 2012

**You are required to email your business name, contact person, address, phone number, fax number and the project number to Ms. Kimberly Lyons, Contracting Officer at [klyons@atlantaga.gov](mailto:klyons@atlantaga.gov), to be placed on the Plan Holders List. Failure to do so will prevent you from receiving any addenda that are issued and may deem you non-responsive.**

If you have any questions regarding this project, please contact Ms. Kimberly Lyons, Contracting Officer, at (404) 865-8521, or by e-mail at [klyons@atlantaga.gov](mailto:klyons@atlantaga.gov) . Any questions regarding the procedure for purchasing a copy of the document or obtaining a copy of the plan holder's list should be directed to the Plan Room at (404) 330-6069.

The City reserves the absolute right to reject any and all Proposals and to waive any technicalities.